

## Authorisation to release confidential information

[The letter head of owner ]

To: [name]

[address]

Subject: Authorisation to release confidential information

Dear Sir,

I refer to [my/our] agreement dated [date] and signed by [signatory] in which you agree to maintain confidentiality. I now authorise you to release certain confidential information ("Disclosed Information") referred to in that document, in the terms set out below.

1. The Disclosed Information is limited to the following  
:

- 1.1. [Financial capacity of the company];
- 1.2. [assets of the company];
- 1.3. [mergers and takeovers];
- 1.4. [Intellectual property etc.];
- 1.5. [other]

[List, .]

2. You may disclose the Disclosed Information to: [list , , , - , ] ;

3. The Disclosed Information  
:

- 1.6. [discussion ];
- 1.7. [briefing an employee with respect to work];
- 1.8. [Other]

4.

5. This authorisation shall remain valid until [date].

From: [name of the disclosing party]

Signature

[Director]

**Acknowledgement**

From: [name of the disclosing party]

Signature

[Director]

## Explanatory notes:

### Authorisation to release Confidential Information

## General notes:

1. For this letter to be valid, :
  - 1.1. Refer to the original agreement;
  - 1.2. Be dated either as a letter, or ;
  - 1.3. Be signed by the person promising confidentiality;
  - 1.4. Identify the subject matter of the confidentiality ( );
  - 1.5. Be addressed to the person or .
2. What form should the letter take? Who ?
  - 2.1. If you are dealing with someone you have never met, you have to find a way of making sure he is who he says he is. That . , , , .
  - 2.2. If your “other side” is a company, find a senior .

## Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- 1 The disclosure of confidential information to the recipient you wish to disclose .

2 It is advisable to decide and define exactly what information you want to release to the .

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5 It is essential that you put a definite date for

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**End of notes**